

Job Description: PCO With Dogs

Function:	Sodexo Justice Services
Job:	Security
Position:	PCO with Dogs
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	SPCO Security
Additional reporting line to:	Head of Security
Position location:	HMP Peterborough

1. Purpose of the Job – State concisely the aim of the job.

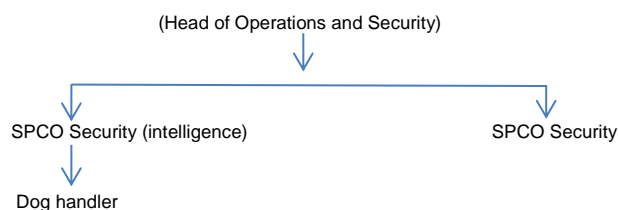
- To be a member of the security team as a dog handler but primarily as a PCO
- To be responsible for the passive and active drugs dogs and carry out the duties of a prison custody officer within HMP Peterborough
- Will be expected to assist the security team in prevention and detection of drugs and other prohibited items within HMP Peterborough

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13: €tbc	EBIT growth:	tbc	Growth type: n/a	Outsourcing rate:	n/a	Region Workforce	tbc
	EBIT margin:	tbc					
	Net income growth:	tbc		Outsourcing growth rate:	n/a	HR in Region	tbc
	Cash conversion:	tbc					

Characteristics ▪ Add point

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- To be a member of a highly pro-active team building positive relationships with residents and visitors
- Assist in area and cell searches in the detection of mobile phones, drugs and other prohibited items
- Be available for searches within the establishment which may involve unsociable hours.
- Available for training which requires the candidate to be away from home during weekdays.
- Have a reasonable standard of fitness due to the distance covered exercising the dogs and areas covered in searching.
- Carry out the duties of a PCO if required to be crossed deployed to other areas within the establishment
- Provide a level of commitment to work with and home search dogs

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Searching of persons visiting or working within the establishment.
- Searching of residents in our care and areas within the establishment.
- Conduct perimeter walks internal and external of the prison.
- Performing the duties of a prison custody officer.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Reduce the trafficking of unauthorised items into the establishment.
- Be a part of the process that reduces violence and drug misuse within the establishment.
- Be responsible for the on-going training and development of the dogs in your care.
- Maintain professional and positive relationships with the residents in our care.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Strong interpersonal skills
- Be able to manage and house two working drug dogs.
- Experience in handling working dogs.
- Computer literate, be able to work with windows Word and Excel.
- Full drivers licence.
- Positive approach to rehabilitation.
- Able to interact positively with the public.

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

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| ▪ Growth, Client & Customer | ▪ Leadership & People Management |
|-----------------------------|----------------------------------|

	Satisfaction / Quality of Services provided	
	■ Rigorous management of results	■ Innovation and Change
	■ Learning & Development	

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			